

MUNICIPAL DISTRICT OF BIGHORN NO. 8

HERITAGE RESOURCES COMMITTEE MEETING

HELD OCTOBER 4, 2011 AT THE MUNICIPAL OFFICE IN EXSHAW

PRESENT:	DENNIS APEDAILE	CHAIRMAN (Public)
	KAREN CLARK	MEMBER (Public)
	BERT DYCK	MEMBER (Public)
	LYNDA GRISCHKAT	MEMBER (Public)
	CAROLYN MONTGOMERY	MEMBER (Council)
STAFF:	GREG BIRCH	ASSISTANT MUNICIPAL MANAGER
	ULRIKA GILLESPIE	MANAGEMENT ASSISTANT

**I. CALL TO ORDER**

Chairman Apedaile called the meeting to order at 9:07 a.m.

**II. APPROVAL OF AGENDA**

Chairman Apedaile asked to add Oral Histories as item IV.E under Business Arising from Minutes and Ulrika Gillespie asked to add a telephone call with Matthew Francis under VI.A New Business Municipal Heritage Partnership Program.

**MOTION 01.10.11 CLARK THAT**

the Heritage Resources Committee approve the agenda with the addition of item IV.E. Oral Histories and VI.A Municipal Heritage Partnership Program.

CARRIED UNANIMOUSLY

**III. APPROVAL OF MINUTES**

**A.** The Chairman asked if there were any changes proposed to the September 6, 2011 meeting minutes. There were no proposed changes.

**MOTION 02.10.11 APEDAILE THAT**

the Heritage Resources Committee approve the minutes of the September 6, 2011 Heritage Resources Committee meeting as presented.

CARRIED UNANIMOUSLY

**IV. BUSINESS ARISING FROM MINUTES**

**A.** Heritage Resources Committee Submission to Municipal Development Plan Review Steering Committee

The Committee members agreed that the draft letter to the Municipal Development Plan Steering Committee was clear and concise and well prepared. The Chairman had a couple of comments. He asked to insert the word 'made' in 3) iii. to read "shall be made aware". After a discussion, the Chairman agreed that it would not be necessary. Mr. Birch said that the HRC should be referred when the draft MDP is prepared, so they will have an opportunity in the future to see what the MDP steering committee does with the HRC's suggestions. Chairman Apedaile noted that item 3) v was incomplete. The group agreed that the missing word was "communication".

**MOTION 03.10.11 DYCK THAT**

the Heritage Resources Committee approve sending the letter containing the Committee's recommendations on the Municipal Development Plan, as those recommendations have been amended, to the Municipal Development Plan Steering Committee.

CARRIED UNANIMOUSLY

**B. Select Consultant for Heritage Management Plan**

The Chairman asked for initial comments from the members on the two proposals, and then the members compared the proposals from Heritage Collaborative Inc. (HCI) and Donald Luxton & Associates Inc. (DLAI) based on the criteria set out in the Request for Proposal. The members then were asked which proposal they preferred for each evaluation category and Mr. Birch marked those choices on a board. The Committee members agreed that they liked both proposals and that both consultants were competent and could do a good job. The members liked that HCI was very familiar with Bighorn and liked the continuity. The Chairman said that HCI had done a good job on the survey and inventory. In regards to DLAI, they liked that the proposal was highly detailed and liked the idea of having someone new with fresh ideas work on the project. Mr. Dyck said that it was important that DLAI proposes do a gap analysis and the Chairman noted that DLAI now had an office in the area. Mrs. Gillespie added that DLAI had teamed up with Catherine C. Cole, who had also been sent an RFP independently but had not responded with her own proposal.

**MOTION 04.10.11 CLARK THAT**

based on the evaluation criteria established in the request for proposals, the Heritage Resources Committee recommend to Council that Council accept the proposal by Donald Luxton and Associates Inc. to prepare a Heritage Resources Management Plan.

CARRIED UNANIMOUSLY

**C. Schedule Visit to Canmore Museum**

Mrs. Gillespie said she had been in contact with the Canmore Museum and that the HRC could visit at 9:30 a.m. on Monday November 7th or Monday December 5th 2011. Lynda Grischkat said that it would be the first meeting after Council's organizational meeting and asked if that would be a problem. Mr. Birch said that he

has no real input at Council's organizational meeting but is assuming that there would not be anything that would prevent the HRC planning the visit.

**D. Oral History – Release Form**

Mr. Birch said that the release form in the agenda package was drafted based on one received from the Stockmen's Memorial Foundation Library. The Committee members discussed interviews and the need to edit them in order to protect the MD from liability. Mr. Birch said that the release form should be reviewed by a lawyer. He suggested that the Committee to review it first and then staff would send it to the MD's lawyer. The members talked about the possibility of oral history interviewees talking about other people and using their names. Mr. Birch said that staff will ask the lawyer to address the use of other people's names in interviews and liability. The Committee then agreed to moving the second paragraph down to become the third paragraph. The Committee members suggested a few other, small changes and Mr. Birch said that staff would make those changes and forward the release form on to the lawyer.

**MOTION 05.10.11 MONTGOMERY THAT**

administration forward the amended interview release form to the municipality's lawyer for review.

CARRIED UNANIMOUSLY

**E. Oral History**

Lynda Grischkat said that Karen Clark had suggested two people who she would like to interview. Mrs. Grischkat then asked the Committee members when submitting names to her, to provide a little background information about the person which would help in selecting who to interview. Chairman Apedaile said that he would not want that to slow down the process by having a selection process, and to keep moving forward. He reminded the members that they had wanted two interview candidates from each ward. Mrs. Clark said that persons being interviewed will likely ask for a copy of the interview and the members agreed that the interviewee should be able to have one. Mrs. Grischkat said that she would distribute the candidate list to the members.

Chairman Apedaile suggested a few changes to the last section on the MD of Bighorn Oral History Questions and Mrs. Clark said that she had some additional question to use and that she would email them to staff.

The Chairman called for a short break at 10:37 a.m.

The meeting resumed at 10:48 a.m.

**V. UNFINISHED BUSINESS**

**A. Tracking Form**

The Committee members reviewed a few items. Lynda Grischkat said that she had seen the Exshaw Water System Newsletter update and the section about the Exshaw Creek dam and old Lafarge water system that supplied water to Knowlerville in north Exshaw. She said she liked the article and asked if it could be linked to the

heritage page on Bighorn's website. Mr. Birch said that the newsletters will be kept as a record of the whole project and Mrs. Gillespie said that she could put a link on the website. Mr. Birch said that Lafarge is not providing water any more for the first time in 100 years and that story could be developed more. Mr. Birch suggested that photographs be taken now of the old waterline that follows the creek, before it snows.

In regards to the oral history project, item no. 4 on the tracking form, he said he would like to bring a draft plan to the Committee in November.

## **VI. NEW BUSINESS**

**A. Municipal Heritage Partnership Program (MHPP) – Matthew Francis**  
At 11:00 a.m., Matthew Francis from the Municipal Heritage Partnership Program (MHPP), telephoned and joined the meeting on speaker phone as planned.

Chairman Apedaile welcomed Matthew Francis and thanked him for the grant funding.

Matthew Francis said that he wanted to speak with the Committee as they start the management plan project, the third phase in the MHPP program. He said it would be useful to go through Schedule A of the Grant Agreement to see what is in a management plan and, specifically, what Bighorn's goals are. Staff then handed out a copy of Schedule A to the members.

Chairman Apedaile informed Mr. Francis that the Request for Proposals (RFP) had gone out and that two proposals had been received. He asked if the consultants were aware of Schedule A. Mr. Birch said that Schedule A was not available when the RFP went out but they would have to talk with the consultants about it. Mr. Francis said that the elements on Schedule A are standard. He said management plans review existing policy, develop processes related to the designation process and include strategy planning. He said that the consultants may not have had access to Schedule A but it would not be a surprise to them.

Chairman Apedaile said he was concerned that there may be something required by the province but that it was not in the RFP and the consultant may not have budgeted to do it. He asked, if it was not done would we still get the funding. Mr. Francis said that he understands Mr. Apedaile's concern and said that in item 1) it states "In consultation with .." He said if there are gaps, we can figure out a way to solve any issues. He said that the Schedule A is best practices and that he wants the MD to get what it needs. Chairman Apedaile said if there are any gaps we will chat as we need to be in compliance, and Mr. Francis said that if there are major gaps, the agreement can be amended.

Mr. Birch said that it will be the first point of discussion with the consultants.

Mr. Francis began to go through the list and said that Bighorn has an advantage by having the HRC in place and that it is well positioned to do the management plan.

In reference to reviewing terms of reference, policies and procedures governing the Heritage Advisory Committee, Chairman Apedaile said that the HRC had spent a lot of time doing that and did not want the consultant to duplicate that effort.

Mr. Francis said the consultant will look at the designation process and customize it for Bighorn, and examine if Bighorn is interested in an incentive program. He said that section 2) deals with housekeeping items.

Mr. Dyck asked if the entire schedule is required by the Province and Mr. Francis said yes but the MD could include other items.

Mr. Birch explained that Bighorn's Municipal Development Plan (MDP) is currently under review and that the two processes will overlap. Mr. Birch said that staff could email Mr. Francis a copy of the HRC's recommendation to the MDP Steering Committee. Mr. Francis said that he would like to see that MDP recommendation.

Mr. Birch said that the MD would determine whose job it is to manage and work on heritage issues and the consultant would include that in the management plan. Mr. Francis said that will provide clarity as to whom, or what department, the heritage file is assigned, and thus help build institutional memory.

Chairman Apedaile then summarized for Mr. Francis how the Committee members had analyzed the two proposals earlier in the meeting and how they made their selection. Mr. Francis thanked Chairman Apedaile and noted it was really up to the MD to select a consultant with which it would be satisfied.

Mr. Birch thanked Mr. Francis for the MHPP's assistance and funding. The telephone call ended at 11:37 a.m.

## **V. UNFINISHED BUSINESS**

### **B. Heritage Assistant Report**

Mrs. Gillespie said that Deb Grady has been working on identifying people in the Olympic Torch Run photos. The Committee accepted the report as information.

### **C. Data Fields Artifact Record from Canmore Museum**

Mr. Birch said that the Committee has talked about collecting items at previous meetings. He said this form was included in the HRC agenda package so the members can see what can be involved in collection records.

Mrs. Clark said that this would be very important if items did come in.

Councillor Montgomery asked if the software is expensive and Mr. Birch said that one license of FileMaker Pro had been purchased and staff were trying it to see if they liked it.

### **D. Exshaw Cemetery**

Mrs. Gillespie said that Deb Grady had compiled various sources of information on the cemetery and put it all in the one table. The information was all contained in the

agenda package. The Committee members agreed that it was a job well done and that it was very interesting.

Mrs. Gillespie said that the map shows grave marker locations that were GPS'd a couple of weeks ago when staff went to the cemetery. She said that the old plan from the 1920's was included but nothing matches.

Mrs. Clark asked if there was any information in church records. Chairman Apedaile said that Lynda Grischkat may know of someone who would know that and asked if she could find out. Mrs. Grischkat said that there may be records in Canmore or Calgary.

The Committee members wanted staff to thank Deb Grady for her hard work.

Lynda Grischkat noted in the photograph that the cemetery was overgrown with vegetation. Mr. Birch said an action plan or maintenance plan should be discussed with the Province and Lafarge. He said this should be discussed at the next HRC meeting. Mr. Dyck said that in the past, Council had requested the fence and plaque. Mr. Birch said that it was interesting to see that work had recently been done on the old section of the Canmore cemetery and an article about this had been in the newspaper. Chairman Apedaile said that there should be a discussion about this but that the HRC would have to be careful not to start something the MD cannot sustain.

## **VI. EDUCATIONAL/INFORMATIONAL ITEMS**

### **A. CCHS Newsletter Fall 2011 and Calendar of Events**

Mrs. Gillespie showed the calendar and newsletter that had been received. The members asked if they could be emailed a copy and Mrs. Gillespie said she would do that.

## **VIII. NEXT MEETING DATE**

The Committee members discussed the next meeting date and agreed to the November 7, 2011. They agreed to hold the meeting following their visit to the Canmore Museum at a place to be determined by administration.

### **MOTION 06.10.11 CLARK THAT**

the next meeting of the Heritage Resources Committee be rescheduled to November 7, 2011 at 11:00 a.m., following the Committee's visit to the Canmore Museum, at a location to be determined by staff.

**CARRIED UNANIMOUSLY**

**IX. ADJOURNMENT**

**MOTION 07.10.11 DYCK THAT**

the Heritage Resources Committee meeting be adjourned at 11:57 a.m.

CARRIED UNANIMOUSLY

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CHAIR

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DESIGNATED OFFICER